



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations, 1766 Twin Towers East Atlanta, Georgia 30334	Application Number <b>81-73-A</b>	
Application Number		Date Received <b>JUL 15 1986</b>	Date Completed <b>MAR - 3 1987</b>
2. Person to Contact Donna E. Miller		Working Title Director, State Planning	Telephone Number (404) 656-3435
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>81-73</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest <b>1970</b> To Date		5. Records Series Title (followed by title used in office; if different) <b>State Plan and Accountability Report for Vocational Education Publication</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Files The State Planning Unit of the Division of Vocational State Planning and Operations is responsible for coordinating the planning, development and maintenance of a State Plan for statewide operation according to requirements of the Federal laws governing Vocational Education. This Unit is also responsible for coordinating the development and implementation of the Department's Method of Administration (MOA) of the Office of Civil Rights (OCR) guidelines for Vocational Education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining copies of State Plans and Accountability Reports for Vocational Education programs.  Included are: record copies of the State Plan for Vocational Education; the Annual Program Plan for Vocational Education (camera-ready copy 1970-77, printed copy 1978 and on), which updates and amends Five-Year Plan; Annual Program Plan Summaries which summarize data contained in the Annual Program Plan; and annual Accountability Reports, compiled approximately two years behind each Annual Plan, which outline accomplishments of each Plan.  File is arranged: Chronologically by date of publication.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records		3-4 publications Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>per year</u>	

X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Record copy not needed in the office once publication is published, since reference copies are available

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy L. ...</i>	2/11/86	<i>Vickie Baker</i>	7/11/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-12-87
		Secretary of State/Designee	
		Attorney General/Designee	3/3/87

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Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations, State Office Building Atlanta, Georgia 30334	Application Number <b>81-73</b>	
Application Number		Date Received <b>1-29-81</b>	Date Completed <b>FEB 3 1981</b>
2. Person to Contact Daniel N. Fleming		Working Title Coordinator, State Planning	Telephone Number 656-3435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1970      To Date		5. Records Series Title (followed by title used in office; if different) State Plan and Accountability Report for Vocational Education Publications Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Planning Unit of the Division of Vocational State Planning and Operations is responsible for coordinating the planning, development and maintenance of a Five-Year State Plan for statewide operation of vocational education that establishes needs, goals, policies, regulations and guidelines. This Unit is also responsible for coordinating the development and implementation of the Department's Method of Administration (MOA) of the Office of Civil Rights (OCR) guidelines for Vocational Education.			
7. Record Series Description Documents relating to: Vocational Education programs. Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. maintaining record copies of State Plans and Accountability Reports for record copies of the State Five-Year Plan for Vocational Education; the Annual Program Plan for Vocational Education (camera-ready copy 1970-77, printed copy 1978 and on), which updates and amends Five-Year Plan; Annual Program Plan Summaries which summarize data contained in the Annual Program Plan; and annual Accountability Reports, compiled approximately two years behind each Annual Plan, which outline accom- plishments of each Plan.	
File is arranged:		Chronologically by date of publication.	
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
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Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/29/81	Walker L. Baumgardner	1-28-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-3-81
		Secretary of State/Designee	2-2-81
		Attorney General/Designee	2-3-81